

Instructions for Team Leaders

Flight 93 National Memorial Reforestation Project

Team Leaders will supervise 10 volunteers as they plant bare-root tree seedlings on a 1/3 acre plot of ripped mine land. In some case, Co-Team Leaders may be assigned to assist a Team Leader. The Team Leader's responsibilities include keeping the volunteers safe, productive, and happy while they work. While working to get the very best quality planting job accomplished, the Team Leader should serve as tree planting 'mentors' while providing educational outreach about mine land reforestation and ecological restoration. Team Leader will be responsible for their assigned areas. This includes making sure their entire area gets planted, the planting is done correctly, and all seedling in all buckets are planted. We do not want any seedlings returned to the staging area. Appalachian Regional Reforestation Initiative and Green Forests Work foresters will manage and coordinate the Team Leaders.

- **Before the opening ceremony of the tree planting event:**

- Arrive at the check-in tent no later than 7:30 AM. Please do not be late.
- Assist in the preparation of the seedlings and their placement in the buckets. There will be approximately 50 seedlings in each bucket and each bucket will contain a predetermined mix of tree/shrub species. Each 1/3 acre plot will be planted with 230 seedlings. 75 buckets will need to be prepared.
- You will be shown your assigned plot. Walk over it to get acquainted with the boundaries, the lay of the land, and the direction of rips.
- Team Leaders will transport 5 dibbles and 5 buckets of seedlings to your assigned plot.
- Stick 5 dibbles in the ground at locations where you want your volunteers to plant their first tree, spaced about 8 feet apart (in the rips) in a line along one of the boundaries of your plot, with a bucket of seedlings at the base of each dibble.
- Review the written instructions on how to plant a seedling and facts about each species. Prepare yourself to teach this information to your volunteers.

- **After the opening ceremony of the tree planting event:**

- The Team Leader will be assigned their team of 10 volunteers. Introduce yourselves and explain your roles. Explain how the volunteer work will proceed during the day and discuss how to work safely. Give each volunteer the written planting instructions and ask that they review it. Answer any questions. Encourage them to use the portable toilets before you take them to the field.
- Escort your team from the check-in tent to your assigned plot.

- Upon arrival at your plot, divide your team of 10 into 5 pairs of volunteers and have each pair position themselves at a dibble and bucket of seedlings. One person will work with the dibble and the other person will work the bucket.
 - Before they start planting, stand in front of the line of volunteers and very carefully teach them how to properly plant a seedling, referring them to their written instructions as necessary.
 - Provide additional instructions in regards to the spacing (8' x 8'), how to identify the rips, and where to plant in the rip at the bottom of the rip, and the importance of keeping the seedling roots protected from sun and wind so they don't dry out.
- **During planting of the seedlings:**
 - Please do not stand and watch the volunteers work. The Team Leader and Co-Team Leader should provide continuous one-on-one guidance throughout the day in proper tree planting techniques. Watch for safety issues.
 - Some volunteers will be slower than others. Ask the slower planters if they want help or if they are OK at their pace. If some pairs cannot finish their bucket of seedlings ask some of the faster planters to help the slower planters. Only do this if the slower planters want the assistance.
 - As the work progresses, conduct educational outreach by talking with the volunteers on a one-on-one basis about the tree species they are planting (see list of tree facts), mine land reforestation, ecological restoration, etc.
 - Encourage the volunteers NOT to leave before completion of the planting of all the seedlings in your plot. All volunteers in your team should leave the planting field together when the work is completed.
 - While working with your team, if you have questions, need something brought to you, or have an emergency, call Patrick Angel (606-309-4159) or Scott Eggerud (412-266-0726) on your cell phone from the field.
 - **After the planting of your assigned area is completed:**
 - After all of the seedlings have been planted, have the volunteers bring all of the equipment back to the check-in tent. Do not leave any equipment in the field.
 - Lunch and portable lavatories to clean up in will be available at the staging area.
 - Assist in cleaning and putting up tools.
 - At the end of the work day, each Team Leader is responsible for reporting the following to Patrick Angel:
 - The number of hours worked per volunteer for his/her 10 person team.
 - The number of volunteers who are under 24 years old.